

Kansas Governor's Grants Program (KGGP)

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# **Grant Application Workshop**

## **for**

# **VOCA Grant Applicants**

July 31, 2015

Kansas Highway Patrol Training Center  
Salina, KS

Shawn Cowing, Administrator  
Jill Stewart, Financial Officer  
Kay Stewart, VOCA Analyst

# Life Cycle of a Grant



## Grant Solicitation

- Solicitation Posted
- Pre-Application Requirements

## Preparing & Submitting a Grant Application

- Access Request
- Accessing the Grant Portal
- Submitting an Application
- Tips

## Grant Application Review

- Application Process and Timeline for Review
- Criteria for Application Review

## Grant Award Documents

- Award Notification
- Grant Award Documents
- Acceptance of Awards

## Management of Grant Award

- Reporting Requirements
- Grant Project Compliance
- Financial Management
- Maintaining a Grant File
- Tips

## Close-Out

- Procedures
- Notification



# Welcome to the Governor's Grants Program!

Welcome to the new home of the Governor's Grants Program. This new website should provide for better communication and information between our staff and prospective and current subgrantees. Additionally, you will find information concerning our new training initiatives and programs. Please make sure to look around the website and familiarize yourself with the new navigation. Of course we are still glad to offer our assistance should you need it.

Sincerely,  
  
Shawn Cowing, Administrator

## Announcements

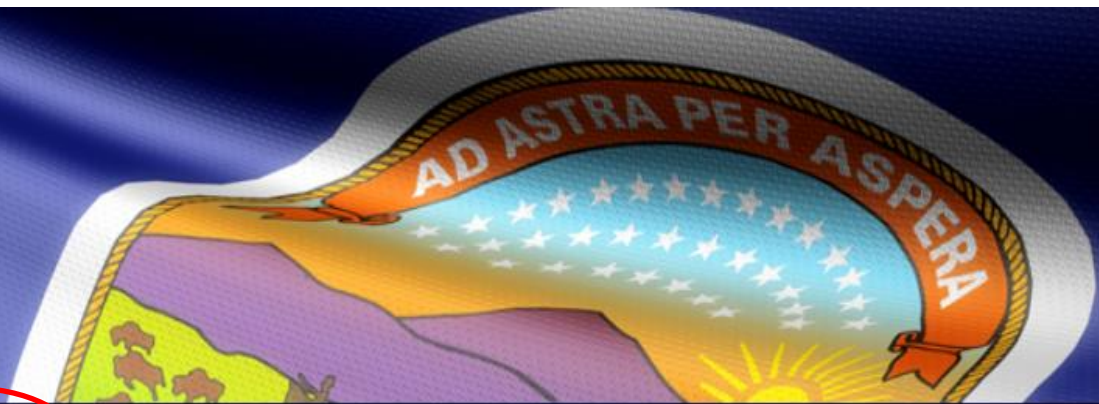
**Governor's Grant Program announces federal Victims of Crime Act award and seeks community input**  
Jun 09, 2015

**NOTICE OF MEETING: Kansas Criminal Justice Coordinating Council**  
Jun 02, 2015

Kansas Governor's Grants Program

[Click Here to Download the 2014 Annual Report](#)

A small version of the Kansas logo, featuring the word "Kansas" in a serif font with a yellow banner above it containing the Latin phrase "AD ASTRA PER ASPERA" and a semi-circle of white stars.



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## Grant Opportunities

1. [Edward J. Byrne Memorial Justice Assistance Grant \(JAG\)](#)
2. [Federal Family Violence Prevention And Services Grant \(FVPSA\)](#)
3. [Federal Paul Coverdell National Forensic Sciences Improvement Act \(NFSIA\)](#)
4. [Federal S.T.O.P. Violence Against Women Grant \(S.T.O.P. VAWA\)](#)
5. [Federal Sexual Assault Services Grant Program \(SASP\)](#)
6. [Federal State Access & Visitation Program \(SAVP\)](#)
7. [Federal Victims of Crime Act Victim Assistance Grant \(VOCA\)](#) - **Applications now being accepted!**
8. [National Criminal History Improvement Program \(NCHIP\)](#)
9. [Residential Substance Abuse Treatment for State Prisoners \(RSAT\)](#)
10. [State Children's Advocacy Centers Grant Program \(CAC\)](#)
11. [State General Fund Grant Programs for Domestic Violence & Sexual Assault Programs \(SGF\)](#)



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# Federal Victims of Crime Act Victim Assistance Grant (VOCA)

## Purpose

To provide direct services to crime victims. Direct services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety such as boarding up broken windows and replacing or repairing locks. Priority is given to victims of sexual assault, domestic violence and child abuse. A minimum of 10% of each federal fiscal year's grant will be allocated to each of the priority categories of crime victims. An additional 10% minimum of each VOCA grant will be allocated to victims of violent crime who were previously underserved. (e.g., DUI, robbery, gang violence, etc.)

## Eligible Applicants

Funds are available to units of state or local government, tribal organizations, and nonprofit community and faith-based organizations. A 20% non-federal cash or in-kind match is required.

## Funding Source

U.S. Department of Justice, Office for Victims of Crime

## [2015 Grant Awards](#)

## To Apply

Click here for the [2016 VOCA Solicitation](#). All grant applications must be submitted via the Governor's Grant Portal by 11:59 p.m. August 25, 2015. To quickly locate the grant in the grant portal, use "CRIME VICTIM" for the keyword in your search. For more information, contact the Governor's Grants Program at (785) 291-3205.

## VOCA Pre-Application Voluntary Workshop

The Governor's Grants Program office is hosting a **voluntary** pre-application workshop for those interested in applying for the Victims of Crime Act (VOCA) grant. Due to the limited space available for this presentation only one representative per agency may register. Please [click here to register](#).

## [Archived solicitations](#)

# Grant Solicitation

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- Solicitation Notices
  - Notify Current Subgrantees by Email
  - Notify Contact List by Email
  - Posted in Kansas Register
  - Posted on KGGP Website

<http://www.grants.ks.gov/opportunities>

- Pre-Application Requirements
  - Grant Portal Access
  - DUNS and SAM
  - Audit Report\*

# Life Cycle of a Grant

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- Procedures
- Notification

[Getting Started](#)  
[Grant Management](#)  
[Helpful Links](#)  
[Grant Portal](#)  
[Archived Solicitations](#)

## How to Begin

This page contains helpful information for completing grant applications. Visit the [Grant Opportunities](#) page for a list of open grant applications.

[Getting Started](#)  
[Grant Management](#)  
[Helpful Links](#)  
[Grant Portal](#)  
[Archived Solicitations](#)

## Application Process

These guides are meant to supplement each of the grant solicitation for specific instructions. Visit the [Grant Opportunities](#) page for a list of open grant applications.

## Preparing to Apply

[Expand all](#)

### Preparing to Apply

- [Register for DUNS and SAM profiles](#)
- [Current Audit Report](#)
- [Civil Rights Contact](#)
- [Compliance with Equal Employment Opportunity Plan](#)
- [Ensure access by persons with limited English proficiency](#)



# Preparing a Grant Application

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- Follow Grant Solicitation Requirements
  - Use solicitation as a guideline for writing grant application
  - Submit complete information
  - Submit only information requested
- Submit on Time
  - Print the “Submission was Successful” message
- Call With Questions

# Grant Solicitation Components

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- Program Criteria
  - Use of Grant Funds
    - Federal Purpose Areas
    - Kansas Strategic Plan
- Eligibility
- Match Requirements
- Allowable / Unallowable Activities and Costs
- Application Requirements
- Submission Instructions for Grant Portal

# Federal VOCA Purpose Areas

- Purpose: To provide direct services to crime victims. Direct services are defined as those efforts that:
  - (1) Respond to the emotional and physical needs of crime victims;
  - (2) Assist primary and secondary victims of crime to stabilize their lives after a victimization;
  - (3) Assist victims to understand and participate in the criminal justice system;
  - (4) Provide victims of crime with a measure of safety.
- On statewide basis, the KGGP must allocate:
  - 10% for sexual assault victims
  - 10% for domestic violence victims
  - 10% for child abuse victims
  - 10% for underserved victims (see page 3 of solicitation)

# Kansas Strategic Plan

- Congress substantially increased funding to the VOCA grant.
- This has translated into a funding increase of around 3½ times more for Kansas.
- As a result of the increased funding, the KGGP office along with the assistance of a VOCA planning committee is currently in the process of developing a VOCA strategic plan to provide guidance for priority areas in the administration of this grant.
- The final strategic plan will be available once completed on our VOCA webpage.

# Kansas Strategic Plan Goals

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- Goal One: Strengthen availability of services to crime victims throughout Kansas through expansion of existing programs.
- Goal Two: Strengthen capacity, quality, and consistency of services.
- Goal Three: Expand services to crime victims in identified underserved communities and to victims of underserved crimes.



# Kansas Strategic Plan Priority Areas

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- Enhance and expand access to victim services
- Enhance and expand services to underserved victim demographic groups
- Enhance and expand access to mental health services
- Enhance and expand access to legal services
- Enhance and expand access to victim services provider training
- Enhance and expand crisis response system infrastructure

# Kansas Strategic Plan

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Applications that support the *Goals & Objectives* of the Kansas Strategic Plan will take precedence when making subgrant awards

Applicants should clearly identify in their application the Goals and Objectives being supported by the proposed project

Monitoring and evaluation processes must clearly address the Outcome Measures

# Eligibility Criteria

- Applicants must be a Public Agency, Nonprofit, Community or Faith-Based Organization
  - Including Criminal Justice Agencies, Hospital and Emergency Medical Facilities, Mental Health Service Organizations, etc. (see pg. 8 of solicitation)
- Volunteers must be used
- Applicants must promote community efforts to aid crime victims
- Applicants must provide crime victim services at no charge
- Applicants must assist crime victims in applying for compensation benefits
  - To contact the Kansas Crime Victims Compensation Board, access compensation forms, or request training:

<http://ag.ks.gov/victim-services/victim-compensation>

# Match Requirements

- All applicants must provide match
- Determine budget for total VOCA project
  - Native American Tribes may allocate 95% to federal VOCA funds and 5% to non-federal match
  - All other applicants must allocate 80% to federal VOCA funds and 20% to non-federal match
- Match must come from a non-federal source
- Match may be a cash or in-kind source
- The same allowable activities and costs apply to match use

# Allowable/Unallowable Activities & Costs

## Allowable

- Immediate Health and Safety
- Mental Health Services
- Assisting Victims to Navigate & Participate in criminal justice proceedings
- Direct Service Staff
- Skills Training for DS Staff
  - *KAVA*
  - *Discipline-specific*
  - *Continuing Education*
  - *Advanced*

## Unallowable

- Lobbying & Administrative Advocacy
- Fundraising
- Perpetrator Rehab & Counseling
- Property Loss
- Most Medical Costs
- Relocation Expenses
- Activities Exclusively Related to Crime Prevention



# Supplanting

**Defined:** To reduce federal, state, or local funds for an activity specifically because VOCA grant funds are available (or expected to be available) to fund that same activity. VOCA funds must be used to **supplement** existing federal, state, or local funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose.

**\*\* ANY 2016 line item requests that are new or at a higher proportion than in 2015 should be addressed in the Justification of Need/Increase section of the Project Narrative**

Supplement = Good 😊

Supplant = Bad 😞

# Grant Portal

Kansas.gov: The Official Web site of the State of Kansas



## Governor's Grants Program Grant Portal

E-mail address:

Password:

[Log in](#)

[forgot password](#)

### Site Navigation

[Grant Portal Home](#)  
[Contact Us](#)

### Introduction

#### Governor's Grants Program

#### *"Creating S.A.F.E. Communities"*

The Governor's Grants Program administers funds to organizations that aim to enhance the criminal justice system, improve public safety, support crime victim services and drug and violence prevention programs. State and local units of government, non-profits, community and faith-based organizations throughout the state are eligible to apply for and receive grant funds. The Governor's Grants Program provides the staffing and day-to-day management of these grant programs.

[Learn more about the Governor's Grants Program.](#)

[Portal Policies](#) | [Help Center](#) | [Site Survey](#)

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<https://www.kansas.gov/grants/index.do>

# Grant Portal



## Governor's Grants Program Grant Portal

### My Account

[Home](#)[Change E-mail](#)[Change Password](#)[Log Out](#)

### Site Navigation

[Grant Portal Home](#)[Contact Us](#)[<< Governor's Grants Program  
home page](#)[<< Kansas Web site](#)

## My Grant Portal - Welcome Governor's Grants Program

Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements.

[Messages](#)[Search](#)[Current](#)[Archived](#)

## Message Inbox



You have 0 new messages.

# Grant Portal



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[Messages](#) [Search](#) [Current](#) [Archived](#)

### Search For Grants

To apply for a new grant, use this box to search all available grants.

Keywords:

Organization Type:

Grant Type:

Crime Victim Services  
Law Enforcement  
Criminal Justice

# Grant Portal

## Governor's Grants Program Grant Portal

### My Grant Portal - Welcome Governor's Grants Program

Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements.

### Search Results

{1 results found}

Name	Start Date	End Date	Close Date	Description	Action
Federal Victims of Crime Act	10/01/2015	09/30/2016	08/25/2015	To fund direct assistance to crime victims. A crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.	<a href="#">Full Guideline Text   Apply</a>

Keywords:

Organization Type:

Grant Type:   
Crime Victim Services  
Law Enforcement  
Criminal Justice



# Grant Portal

Kansas.gov: The Official Web site of the State of Kansas



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Program home page](#)  
[<< Kansas Web site](#)

### Application

[Introduction](#)

[General Info.](#)

[Budget](#)

[Attachments](#)

[Submit](#)

### Introduction

Use the tabs above to navigate through the application process.

To apply for the Sample Grant grant online complete the following three simple steps and then submit:

1. General Information
2. Budget
3. Attachments

**IMPORTANT:** Start with any section, but complete ALL sections before submitting the grant application.

# General Information

## Primary Contact

The primary contact listed will receive ALL correspondence from this office regarding this grant application.

▶ Name:

▶ Phone:

Ext:

▶ Fax:

▶ E-mail:

## Project Information

▶ Proposed Grant Project Name:

▶ County(ies) in which proposed grant project will operate (use "control key" to select multiple counties):

Statewide	▲
Allen	■
Anderson	■
Atchison	▼

▶ Brief description of proposed grant project (max



# Attachments

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- All Applicants **Must** Attach:
  - Project Narrative
  - Current and Next Fiscal Year Agency Budgets
  - Federal Certifications
- Nonprofit applicants **MUST** also Attach:
  - 501(c)(3)
  - Kansas Secretary of State Certificate of Good Standing
  - Board of Directors

“Submit application documents in 12 pt. Times New Roman, **number the pages of the Project Narrative**, and **title each document filename as indicated below.**”

# Attachments

## Application


Introduction	General Info.	Budget	Attachments	Submit
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### Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application, upload at least 3 files.

**Files associated with this grant.**

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

**Attached Files**



Title	Req.	Done	Type	Name	Action
Project Narrative	<input checked="" type="checkbox"/> required				Edit
Federal Certification	<input checked="" type="checkbox"/> required				Edit
501(c)(3)					Edit

# Attachments




If Required Attachments  
Are:

- Project Narrative
- Agency Budgets
- Federal Certifications



Then, please submit filenames like:

Type	Name	Date	Action
	Project Narrativ.doc	07/29/2014 12:01	<a href="#">Download</a>
	Agency Budgets.xls	07/29/2014 12:02	<a href="#">Download</a>
	Federal Certific.pdf	07/29/2014 12:02	<a href="#">Download</a>

**NOT**

Type	Name	Date	Action
	201305311654.pdf	05/31/2013 17:05	<a href="#">Download</a>
	201305311608.pdf	05/31/2013 17:06	<a href="#">Download</a>
	201305311557.pdf	05/31/2013 17:07	<a href="#">Download</a>

**OR**

Type	Name	Date	Action
	attach 1.docx	12/04/2013 13:58	<a href="#">Download</a>
	attach 2.docx	12/04/2013 13:59	<a href="#">Download</a>



# Project Narrative

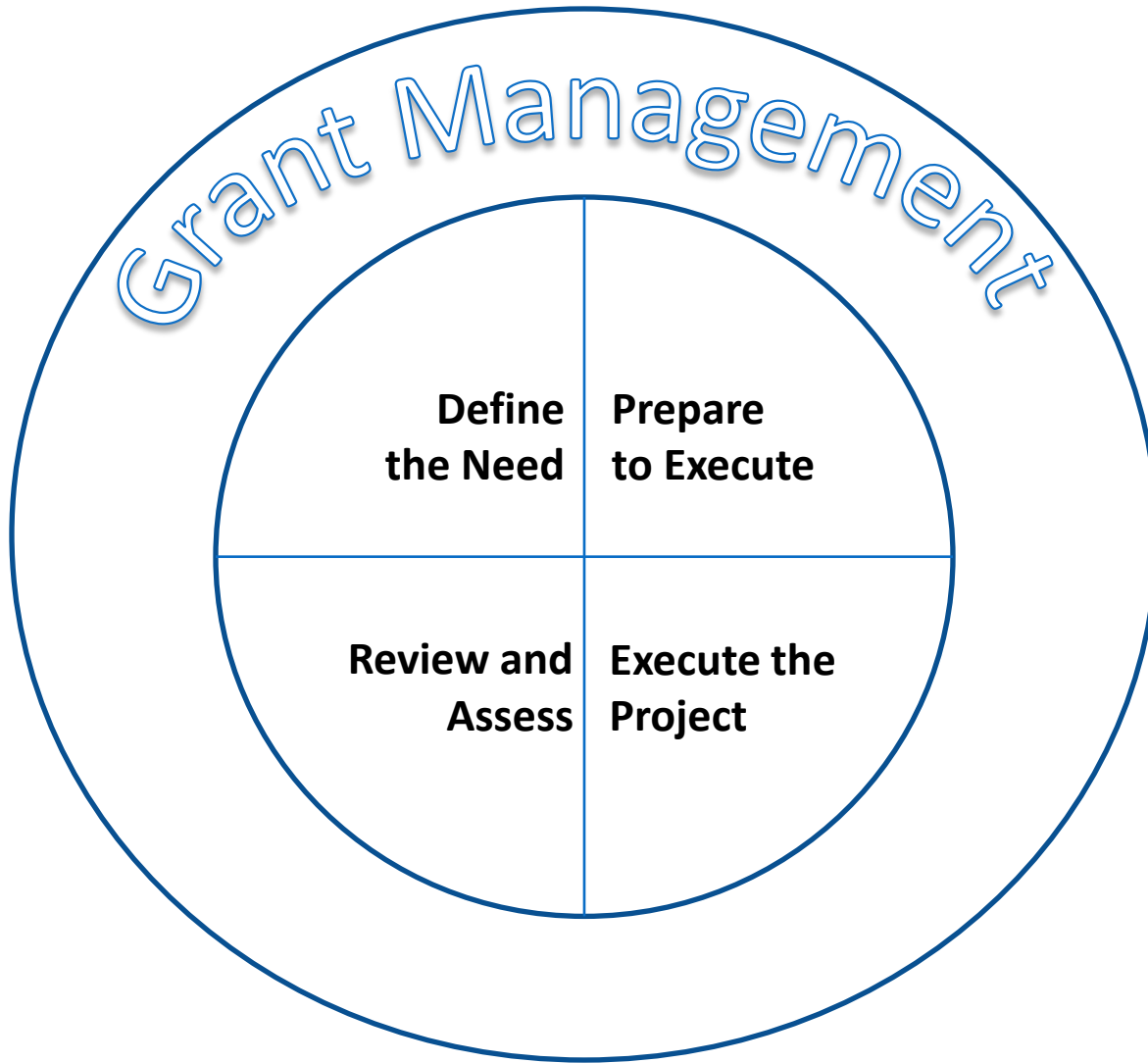
“The following items must be included in the project narrative. Include each item **in the order listed** below and **clearly label each section.**”

- Prior Accomplishments
- Problem Statement & Needs Assessment
- Justification of Need for Grant Funds/Increase Request
- Grant Project Goal(s) & Objectives
- Grant Project Performance Measures & Results
- Grant Project Staff
- Grant Project Collaboration
- Sustainability
- Underserved Populations
- Dissemination of Crime Victims' Rights Information
- Civil Rights Contact Information
- DUNS Number and SAM Registration
- Current Audit Report

# Project Narrative – Define the need

- Keep Project Narrative clear, concise, and specific
- Use same terminology used in the solicitation
- Utilize project staff
- Find someone outside the agency to critique





# Prior Accomplishments

- ✓ Pull your goals out from your 2015 VOCA grant and state what you have accomplished
- ✓ Example, 'Organization A' stated that:

Goal I: Victims served will have increased knowledge of crime victim information and services.

Objective 1: At the completion of advocacy and support services, 75% of crime victims will have a safety plan in place.

Actual – of the 150 respondents to the survey, 81% indicated they have a safety plan in place

Outcome – exceeded the goal

# Prior Accomplishments

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- Specific to the grant project for the previous 12-month period
- Share evidence of program success
- Share progress on meeting goals and objectives
- Include number of services provided

# Problem Statement

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## How to Write a Problem Statement

1. A problem statement is a clear description of the issue(s), it includes a vision, issue statement and method used to solve the problem.
2. The 5 “W”s can be used to spark the discussion about the problem.
3. A problem statement expresses the words that will be used to keep the effort focused and it should represent a solvable problem.

# Problem Statement

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- ✓ Vision – what does the world look like if we solve the problem?
- ✓ Issue Statement – one or two sentences that describe the problem using specific issues. It is not a “lack of a solution” statement. For example, our problem is that we don’t have an automated notice system
- ✓ Method – the process that will get followed to solve the problem

# Problem Statement cont.

## The 5 W's

1. Who – who does the problem affect/does not affect?
2. What – what does it effect? What are the boundaries of the problem e.g. organizational, work flow, geographic, etc. What is the issue? What is the impact of the issue? What impact is the issue causing? What will happen when it is fixed? What would happen if we didn't solve the problem?
3. When – When does the issue occur? When does it need to be fixed?
4. Where – Where is the issue occurring? Urban challenges? Rural challenges?
5. Why – Why is it important that we do what we do? What impact does it have on our community? What impact does it have on all stakeholders?

Each of the answers will help to zero in on the specific issue(s) and frame the Issue Statement. Your problem statement should be solvable.



# Problem Statement Example

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## Problem Statement:

We want everyone who comes through our doors to be provided a stable environment in order to feel safe and stabilize their lives after a crime.

Until a crime is committed, the majority of the community does not have a need to have contact with law enforcement and the DAs office or understand the criminal justice process. Our organization will inform victims of their rights and will continue to work with the crime victims to help them understand the criminal justice system and provide them with support and advocacy to ensure they are comfortable to participate in the process. (Issue Statement & Method)

# Justification of Need for Grant Funds / Increase Request

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- If you received a 2015 VOCA award, please explain why grant funds are needed to support continuation of the project and why other funds are not available for the project.
- If this is a new budget line item or funding increase, please explain the need for additional funds and what additional activities and/or services will be provided. Describe how the increase to or addition of the new line item(s) is not supplanting other funds.
- If the expenses are existing agency costs, the non-supplanting explanation must include a description of how they were previously supported and why that support cannot continue to be utilized.

# Prepare to Execute: What are Goals & Objectives?

- **Goals and Objectives:** A term used by strategic planners and project managers (executive directors) to define the general outcome or final aim a business (not for profit) seeks to accomplish over a specific time period, called the goal, and the **measurable results** it must take in order to achieve success, called objectives.
- Goals can be also defined as: Goals are general guidelines that explain what you want to achieve in your community. They are usually long-term and represent global visions such as “protect public health and safety.”
- A good rule of thumb for objectives is: Objectives define strategies or implementation steps to attain the identified goals. Unlike goals, **objectives are specific, measurable**, and have a defined completion date. They are more specific and **outline the “who, what, when, where, and how”** of reaching the goals.

# What are Goals & Objectives?

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## Why do we need to identify goals and objectives?

Plans and actions based on clear goals and objectives are more likely to succeed in meeting the community's needs; in this instance, the victim's needs.

Developing clear goals and objectives will help not only your organization but your community as well clarify problems, issues and opportunities in serving crime victims.

# Goals vs. Objectives

A common way of describing goals and objectives is to say that:

Goals are broad

Goals are general intentions

Goals are intangible

Goals are abstract

Goals are generally difficult to measure

Objectives are narrow

Objectives are precise

Objectives are tangible

Objectives are concrete

Objectives are measurable

Measurable objectives are essential for evaluating progress. Your personal goals are no different. A useful way of making objectives more powerful and measurable is to use the SMART mnemonic.

# Objectives

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- S Specific
- M Measurable
- A Attainable
- R Relevant
- T Time-bound

# Grant Project Goal(s) & Objectives

Activities should be:

- Grant project-specific
- Include activities for each objective
- Include a timetable for completion
- Measurable
- Include all grant project staff



# Grant Project Performance Measures & Results

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- Describe the monitoring process
- What data will be collected?
- How will the data be used?
- What is the evaluation criteria?
- How will the objectives be measured?
- What will be achieved?



# Grant Project Staff

- Grant funded staff:
  - Name
  - Title
  - Brief job description
- Grant monitoring and evaluation staff
- Staffing pattern



# Grant Project Collaboration

- Describe how and with what entities the applicant collaborates with or proposes to collaborate with to carry out the grant project.
- Describe any new collaborative efforts that the applicant will undertake during the grant period and the impact the collaboration will have on the grant project.
- Describe how collaboration with units of government and/or with organizations will maximize grant funds.
- Provide a list that includes the point of contact for each agency the applicant will collaborate with during the grant period.
- Describe how VOCA funds will fulfill a gap in service and avoid duplication of services or resources in the applicant agency, related agency, or community.

# Sustainability

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What are you doing / will do to ensure the long-term sustainability of the project in the event that grant funding declines or is no longer available?

# Underserved Populations

- What is the underserved population of your service area?
- What are you doing to address the needs of this population?
- How will you ensure underserved populations are reached?



# Dissemination of Crime Victims' Rights Information

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How are you assisting victims of crime in seeking available crime victims' compensation benefits?

K.S.A. 74-7333

Crime Victims Compensation Board

# Civil Rights Contact Information

- Name
- Address
- Phone Number



# DUNS Number & SAM Registration

- DUNS Number:
  - Data Universal Numbering System
  - Unique identifier for organizational entities
  - <http://www.dnb.com/us>
- SAM Registration:
  - U.S. System for Award Management
  - DUNS Number Required to Create SAM Account
  - <http://www.sam.gov>
  - Must remain in 'Active' status for life of award

# Current Audit Report

## Nonprofits - Mail agency audit & 990 to:

Kansas Governor's Grants Program  
Landon State Office Building  
900 SW Jackson St, Room 304 North  
Topeka, KS 66612-1220



\*Remember to include a response to any audit findings and any recommendations

## Nonprofits and Governmental – Provide info:

When Most Recent Audit was Completed

Name of Agency that Performed the Audit

Fiscal Period Covered by Audit

Where the Audit Report is Filed for the Governmental Jurisdiction



# Grant Project Budget

## Limitations on Use of Grant Funds:

- OMB Uniform Guidance for Federal Awards, 2CFR Part 200
- Department of Justice, Office of Justice Programs, current version
  - “2015 DOJ Grants Financial Guide”
  - <http://ojp.gov/financialguide/doj/index.htm>
- Pages 9-14 of solicitation addresses Allowable/Unallowable costs specific to VOCA
- No grant writing / fund-raising costs
- Mileage cap, *the lesser of*:
  - Agency policy **OR**
  - Current federal rate: <http://www.gsa.gov/portal/content/100715>

# Grant Project Budget

Applicants Will Identify the Allocation of Costs:

- Domestic Violence
- Sexual Assault
- Child Abuse
- Underserved

Match Requirements:

- 20% of *total project cost* (not 20% of federal funds requested)
- Non-federal cash or in-kind
- Exception – Native American Tribes must provide a 5% match

# Grant Project Budget

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## Budget Categories:

- Personnel
- Fringe Benefits
- Travel/Training
- Supplies/Communications
- Facility
- Equipment
- Contractual Services
- Other

## Line Items:

- Victim Advocate
- Health Insurance
- Local Transportation
- Postage
- Utilities
- Equipment Repair
- Interpretation Services

# Grant Project Budget

## Budget Tips:

- Make sure that ALL requested budget line items are for allowable expenses, inclusive of match, per the solicitation guidelines
- Make sure ALL 'Budget Description' fields include a computation AND that those computations accurately result in the line item request amount
- Make sure ALL computations are inclusive of match whenever match is identified in a line item
- Identify the match source(s) in the 'Budget Description' field
- Make sure ALL requested budget line items clearly tie back to the proposed objectives and activities articulated in the Project Narrative
- Make sure that ALL requested budget line items are clearly identifiable in the agency budget

# Grant Project Budget

## Application

Introduction	General Info.	<b>Budget</b>	Attachments	Submit				
<u>Personnel</u>	<u>Benefits</u>	<u>Travel</u>	<u>Supplies</u>	<u>Facility</u>	<u>Equipment</u>	<u>Contractual</u>	<u>Other</u>	<u>Summary</u>

**Budget**

Use the tabs above to navigate through the application process. To complete the budget section select each of the underlined areas above within this tab.

- Recommend creating Grant Project Budget in Word or Excel
- Paste information into Grant Portal

# Budget Description Examples

## **Volunteer Coordinator**

**Existing**

**Federal : \$20,750**

“Full-time, salaried, 50% of time on project; employees receive a 5% raise on Jan 1<sup>st</sup>:  $(\$40,000 \times .25 \text{ yr.}) + (\$40,000 \times .75 \text{ yr.}) \times .5 \text{ of time}$ ”

## **Support Group Facilitator**

**Existing**

**Federal: \$8,093**

“Full-time, hourly, 40 hrs./wk., 25% of time on project; employees receive a 5% raise on Jan 1<sup>st</sup>:  $(\$15/\text{hr.} \times 520 \text{ hrs.}) + (\$15.75/\text{hr.} \times 1,560 \text{ hrs.}) = \$32,370 \times 25\% \text{ of time}$ ”

## **Volunteers**

**Existing**

**Match : \$8,388**

“Volunteers will provide hotline coverage during evenings and weekends: \$12/hr. based on comparable compensation x 699 hrs.

## **Conferences/Workshops**

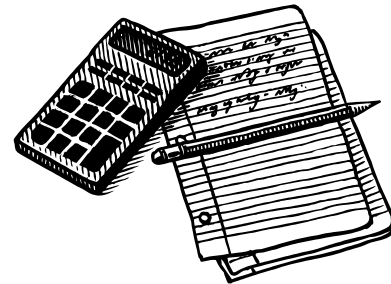
**Federal: \$672**

**Match: \$168**

“Crime Victims’ Rights Conference, April 2016, Topeka:  $(\$100 \text{ registration} \times 2 \text{ staff}) + (200 \text{ miles} \times \$0.50/\text{mile} \times 1 \text{ vehicle}) + (\$90/\text{night} \times 2 \text{ nights} \times 2 \text{ staff}) + (\$30/\text{day meals} \times 3 \text{ days} \times 2 \text{ staff})$  match provided by county commission”

# Current & Next Fiscal Year Agency Budgets

- Specify fiscal period represented
- Balanced
- Include income and expenses
- Include all sources of financial support and its status
- List all staff positions separately with respective salary/wage



# Proof of 501(c)(3) Status

Nonprofits: “upload as an attachment proof of the applicant’s exempt status as determined by the Internal Revenue Service.”

Internal Revenue Service  
District Director

Department of the Treasury

1100 COMMERCE STREET  
DALLAS, TX 75242-0000

Accounting Period Ending:

December 31

Form 990 Required:

Yes

Addendum Applies:

Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the

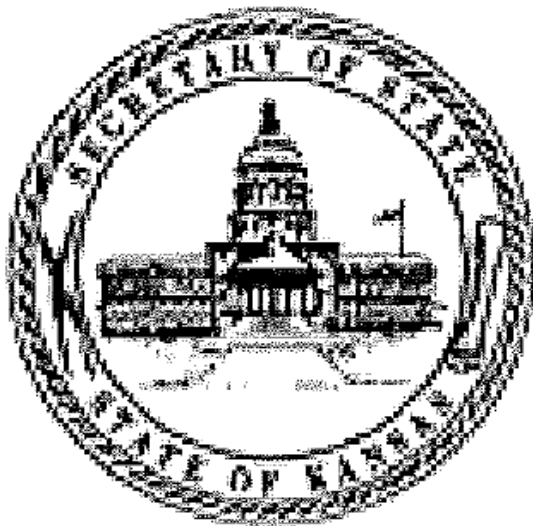


# Certificate of Good Standing

**Nonprofits:** “upload as an attachment a current (less than one year old) copy of the applicant’s Certificate of Good Standing from the Kansas Secretary of State's Office, available by calling (785) 296-4564 or online at [http://www.kssos.org/other/certificate\\_good\\_standing.html](http://www.kssos.org/other/certificate_good_standing.html).”

was filed in this office on June 09, 1993, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of August 07, 2014

A handwritten signature in dark ink, reading "Kris W. Kobach". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

**KRIS W. KOBACH**  
**SECRETARY OF STATE**

# Board of Directors Information

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**Nonprofits:** “upload as an attachment a list of the organization’s Board of Directors. The attachment must include each board member’s name, profession, address, phone number, email address (if available), and the member’s term of service.”

May also include:

- “Updated on” date within the document
- Offices held
- County represented

# Federal Certifications

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## All Applicants:

- Complete the Fill-Able Fields of the Federal Certification Form
- Print both pages of the completed form (cannot be saved)
- Provide the required Signature in Box 5
- Scan and save the signed document
- Upload the two-page scanned document

# Submit

Applications must be submitted on the Grant Portal by  
**11:59 p.m., August 25, 2015**


Print the Confirmation Message With Date

## Application

Introduction	General Info.	Budget	Attachments	Submit
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**Application Submitted Successfully**

Use the tabs above to navigate through the application process.

 The submission was successful.

# Questions and Answers

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## **Kansas Governor's Grants Program**

Voice: 785-291-3205